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26 November 1952

MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. Preliminary discussions have been held with Mr. Buffington, Emergency Planning Officer, concerning OTR's participation in the Agency disaster and relocation plan. The discussions primarily concerned Paragraph 3, a and b, of the memo from the Deputy Director (Administration), subject: Emergency Plans, dated 11 April 1951. In accordance with the provisions of the aforementioned paragraph, no OTR personnel had been included in the Agency plan, however, clarification of the cited memo will be obtained prior to formulation of an OTR disaster plan.

b. The change over to the new T/O is virtually completed with the exception of the Administrative Division [] which requires certain T/O modifications.

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25 YEAR RE-REVIEW

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Administrative Officer, OTR

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